

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



Head of Rugby

Employment Status	Full Time - Autumn Term Part time - Spring & Summer Term
Employment Location	Framlingham College Senior & Prep School
Closing Date for Applications	Applications will be reviewed upon receipt, you are therefore advised to apply at your earliest convenience
Interviews:	On a rolling basis once applications are received. Early applications are encouraged

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

framlinghamcollege.co.uk/employment

Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Principal

Dear Applicant,

Thank you for your interest in the Head of Rugby role at Framlingham College.

Rugby is the major boys' sport at the Senior School during the Autumn Term and is also played at the Prep School throughout the Autumn and Spring Terms. We field teams across all age groups, from U8 to U18, with regular training sessions and Games lessons held during the week, and fixtures played mid-week as well as on Saturday afternoons. In the Spring Term, our focus shifts to 7s rugby, with Sunday tournaments building towards the prestigious Rosslyn Park National Schools' 7s. Rugby has a strong tradition at the College, with an established ethos of full participation. In 2024, we proudly celebrated 100 years of rugby at the College with a series of special events, including our inaugural 7s tournament—now set to become an annual fixture.

The hours for this role vary across the three school terms:

- Autumn Term – 45 hours per week
- Spring Term – 20 hours per week
- Summer Term – 20 hours per week

The Head of Rugby will lead our rugby provision, sustaining our pupils' love of the game, building on our success, and continuing to raise the profile of the sport both at the College and beyond. The successful candidate will have a strong sporting background, with proven experience of change management and expertise in the coaching and management of the sport. They will work closely with the Director of Sport and the Head of Prep School PE & Games as well as with other coaching and academic staff. The College actively supports pupils taking part in tours, and it is expected that the Head of Rugby will organise and lead rugby tours during the holidays. These have been a regular feature over the years, with regular trips to Europe and a tour to South Africa in the summer of 2023.

The school is committed to achieving success and this role requires an individual with charisma, enthusiasm and ambition.

We welcome all applications especially from independent thinkers, creative minds and inspirational leaders and very much look forward to receiving your application.

Please submit a cover letter outlining your suitability for the role together with an application form. Recruitment packs are available from the HR Department on 01728 723789, email: recruitment@framlinghamcollege.co.uk or from www.framlinghamcollege.co.uk.

We welcome all applications especially from independent thinkers, creative minds and inspirational people and very much look forward to receiving your application.

Louise North
PRINCIPAL, FRAMLINGHAM COLLEGE

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How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted in addition to the application form in order to supply additional background information.

Applications will be reviewed on receipt. You are therefore advised to apply at your earliest convenience.

You will be notified of an exact interview date if you are shortlisted for interview.

Please send your cover letter and completed application form to: The HR Department, **Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY.** You can also email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

Job Information

Reports To
Director of Sport

Hours
Various

Job Location
Framlingham College Senior and Prep School

Salary
£26,875 - £25 hourly

Job Description

JOB PURPOSE

To manage and lead the rugby programme at Framlingham College Senior and Prep School, working closely with the Director of Sport and other staff to maintain and enhance the reputation for excellence. A key focus will be on the development of the individuals and teams in all age groups.

KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham Prep as well as the Senior School as necessary. The Head of Rugby takes responsibility for the following specific tasks:

Coach Education

The Head of Rugby is responsible for the organisation and implementation of the following:

- Encouraging reflection and personal development amongst the school coaches
- Attending coaching courses (internal or external)
- Promoting and sharing good practice with fellow coaches
- Organising coaching courses or inset sessions for members of staff and external coaching staff
- Developing links with local coaches and clubs to gain further knowledge
- Producing coaching resources for academic staff
- Personally coaching all pupils involved with Rugby at some stage, with the focus naturally falling on the top teams
- Organising and leading rugby tours

Athlete Development

- Developing individual athletes (this may involve analysis, mentoring and feedback meetings)
- Expecting high standards of self-discipline and commitment from players (which will include the delivery of 1-1/small group sessions over the course of the year)

Communication and Collaboration

The Head of Rugby is responsible for maintaining clear lines of communication and a readiness to collaborate with all concerned. This includes:

- Communicating and meeting with the Director of Sport to discuss progress on a regular basis
- Working closely with the Head of Prep School PE and Games



Continuation from previous page

- Communicating and publishing results to SOCS and the Director of Sport as soon as possible
- Guiding and co-ordinating teachers/coaches
- Allocating staff to teams and training groups
- Communicating effectively with colleagues, parents and pupils
- Updating the school social media sites as appropriate
- Working closely with the Heads of Hockey, Netball and Cricket

Administration & Recruitment

- Arranging fixtures, officials and first aid provision
- Updating the SOCS platform regularly
- Collating and publishing all of the team sheets and ensuring that registration takes place at Games sessions
- Liaising with the Director of Sport over the arrangement of transport to fixtures
- Arranging match teas at home, ensuring all visiting teams are well hosted
- Organising pre-season training
- Ordering equipment and ensuring it is maintained and distributed throughout the course of the season
- Administering the budget – liaising closely with the Director of Sport over expenses, coaching expenditure and preparing the annual budget
- Updating risk assessments and upholding the school's health and safety policies at all times
- Liaising with local prep and state schools and delivering coaching masterclasses across the Eastern Counties
- Identifying talented rugby players at local schools and clubs and recruiting such players.
- Maintaining and developing links with the Northampton Saints Academy.

Specific Rugby administration includes:

- Arranging affiliation to the necessary Rugby administrations
- Organising entry to the specific County/RFU/7s competitions.
- Preparing and implementing a coherent training plan and coaching philosophy (ideally resulting in a Development Plan for Rugby)
- Attracting the best pupils into the school. Ensuring the highest standards of coaching for all pupils and developing positive links with other centres of excellence, both within the sport and more generally, are considered to be some important aspects of this process and we welcome initiatives in relation to these.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

Relevant Coaching Qualifications	E
First Aid Qualification	D

PROFESSIONAL COMPETENCIES AND SKILLS

Good verbal and written communication skills	E
A high level of IT Literacy	D
Supervisory Skills	D

PROFESSIONAL EXPERIENCE

Experience of working with Children	E
Sound sporting knowledge & ability	E
Experience of sports coaching	E
Experience of umpiring/refereeing	E

PERSONAL ATTRIBUTES

A team player	E
Effective organisational skills	E
Ability to prioritise and plan tasks	E
Good attention to detail	E
Enthusiasm for being involved in the life of a busy boarding school	E

A flexible approach with a willingness to "pitch in" as required	E
Approachable and friendly	E
Set a good example to the pupils	E
Apply discretion and confidentiality as necessary	E
Reliable and Honesy	E

SAFEGUARDING CHILDREN

Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	D



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.